

BOARD OF SELECTMEN

March 10, 2015

Minutes

The Board of Selectmen met on Tuesday, March 10, 2015 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen John Gorecki, Douglas A. G. Stevenson, Nathan Brown and Vanessa Hunnibell Moroney. Town Administrator Timothy D. Goddard was also present. Selectman Peter Scavongelli was not present.

Also in Attendance:

Zoning Board of Appeals member Marty Galligan
Zoning Board of Appeals member Steve Hinton
Minuteman Technical High School Superintendent Dr. Edward Bouquillon
Human Resources Services, Inc. consultant Aleksandra Stapczynski
Conservation Commission Administrator Sylvia Willard
Police Chief John Fisher
Finance Committee Chair Michael Bishop
Finance Director Larry Barton
Community Preservation Committee Chair Luke Ascolillo

Community Input

Zoning Board of Appeals member Marty Galligan said in January, 2015 the ZBA requested funds for a Hydrogeologic Study on the Town's behalf for the 40B project on Long Ridge Road. He said as of this week, Phase 1 of the Study was completed for a cost of \$9,900.00. Marty said the ZBA is requesting additional funding for Phase 2 of the Hydrogeologic Study. The cost is between \$15,000 and \$18,000.00. Mr. Gorecki said this matter will be addressed later in the meeting.

FY16 Budget Requests

Conservation Commission Administrator Sylvia Willard was present to discuss the Commission's request for a warrant article to revise the Wetlands Protection By-law. She said this revision is a housekeeping procedure. The by-law they currently have has not been updated since the beginning of 1990. Sylvia said changes have been made to the MassDEP's Wetlands Regulation [a copy attached hereto] and the Conservation Commission wants to be consistent with the Massachusetts Wetlands Protection regulations. Sylvia said the Conservation Commission will hold a public information meeting during their first meeting in April to discuss the revisions.

Mr. Gorecki said the red-lined version of the by-law will be placed in the warrant.

Mr. Stevenson arrived

Police Chief John Fisher was present to discuss three (3) additional requests of the budget this year. Chief Fisher said the Traffic Safety Advisory Committee (TSAC) met recently to discuss a letter the Board of Selectmen received relative to a traffic issue near the Town Rotary. This letter stated that there was a need for someone to monitor the crosswalk [adjacent to Ferns/crossing over to the Library] before and after school to insure that the children will cross safely.

Chief Fisher said the crosswalk is presently covered by a Senior Tax Worker. Chief Fisher said the Police Department could cover the crosswalk from 7 – 8 a.m. and from 2 – 4 p.m. He said these hours would be overtime hours for the Police Department and the cost would be about \$20,000.00. He also suggested hiring a crossing guard which would cost about \$20.00 per hour. He said the TSAC did not make a decision on how this issue would be resolved and this matter will be discussed again at their next meeting. Mr. Stevenson was concerned about using overtime Police hours for this position.

The second item Chief Fisher spoke about was maintenance coverage at the Police Department. He said the Police Department is behind in maintenance and cleanliness. To meet this need, Chief Fisher suggested adding six (6) hours to the custodian's hours just to cover the police department. He said this would be overtime hours for the custodian and it would cost \$9,930.00.

The third item Chief Fisher spoke about was hiring another police officer. He said the police department currently fills four shifts with part-time police officers on the week-ends. The cost to cover these shifts is \$36,075.00. Chief Fisher said the cost for hiring a new police officer is \$79,066.00. Chief Fisher said the difference is the amount he would be requesting, which is approximately \$43,000.00. Mr. Gorecki said he was aware that the Chief was considering hiring three full-time police officers over time however he noted that this item is coming to the Board late in the budget cycle. He asked Chief Fisher if this matter could be handled in FY17 and then in FY18 and FY19.

Mr. Goddard said the Conservation Commission's budget is in the Board's packet. He said this is the first year that it reflects the additional hours for the administrative assistant. Mr. Gorecki clarified with Sylvia that these hours will be covered through both the ConsCom's budget and the Intent's account equally.

Town Administrator Report

1 Contract award for the Telecommunications Study. This item was addressed later in the meeting.

2 Boston Brain Tumor Society Mr. Goddard said the Board has received a request from the Brain Tumor Society to conduct part of its' annual "Ride for Research" bike race through the streets of Carlisle. The event is scheduled on Sunday, May 17th.

On a motion made by Mr. Brown and seconded by Mrs. Moroney, it was unanimously **VOTED** to approve the Boston Brain Tumor Society's request to conduct a portion of its' Sunday, May 17, 2015 bicycle ride in the Town of Carlisle with the understanding that they shall consult with the Police Department regarding traffic and roadway safety issues and comply with the Town's Policy regarding marking of bicycle routes.

3 CMERA rate increase Mr. Goddard said he attended a meeting of the Central Mass. Emergency Rescue Authority (CMERA) where a proposed rate increase of 10% to emergency transportation was discussed and approved by the CMERA Executive Board. He said Chief Flannery supports this increase. Mr. Goddard said within a few weeks the Board will see a presentation on this issue and they will be asked to take a vote on same. He added that a majority of the Boards of Selectmen is needed to approve the rate increase no later than July 1st.

4 Notice of Non-compliance Mr. Goddard said he included in the Board's packet a draft response letter to the DEP regarding the Notice of Non-compliance. He said the Town received this Notice as a result of a December 31, 2014 inspection of solid waste being disposed at the Wheelabrator North Andover facility which contained an excess of cardboard. He asked the Board to review the letter and advise him of any revisions needed thereto.

On a motion made by Mr. Brown and seconded by Mrs. Moroney, it was unanimously **VOTED**: to authorize Timothy D. Goddard to sign the draft letter to the Department of Environment Protection, dated March 5, 2015 as presented tonight.

Minutes

On a motion made by Mr. Brown and seconded by Mrs. Moroney, it was unanimously **VOTED:** to approve the Minutes of February 24, 2015 as presented.

Continuation of Site Plan Review – Telecommunications Tower

Mr. Gorecki opened the public hearing for the Site Plan Review for the Telecommunications Tower. He said the public hearing will be continued for about twelve weeks during which time the Telecommunications Study will occur.

On a motion made by Mr. Stevenson and seconded by Mr. Brown, it was unanimously **VOTED** to continue the Site Plan Review for the Telecommunications Tower until the Board of Selectmen's meeting on May 26, 2015 at 8:00 p.m.

Minuteman Update

Minuteman Technical High School Superintendent Dr. Edward Bouquillon was present for this discussion with a power-point presentation. The discussion tonight was mostly on the School's budget and Dr. Bouquillon will return in two weeks to discuss the Building Project. Dr. Bouquillon said the budget is up less than 1% for FY16. He said the assessment totals will be adjusted to reflect the Governor's budget proposal. He said as they were preparing the budget they took into consideration the transition[ing] to a smaller school or a 628 student enrollment. He added that they will implement 16 programs under the new educational Program noting that currently there are 19 programs. The eliminated programs are marketing and telecommunications and this is the last year for drafting. He said the students that are currently enrolled in those programs will continue to receive full benefits of that program until they graduate.

Dr. Bouquillon said this budget includes the establishment of an OPEB trust with funding in the amount of \$50,000. He said they plan to fund this trust at that amount for the next few years.

In regard to Special Education Dr. Bouquillon said revisions have been made based on direction from Department of Education. He said no SPED assessment will be made to member Towns however students from non-member communities will pay an additional \$4,500 per student.

Dr. Bouquillon said the focus going forward is on increasing in-district enrollment. He explained various efforts they have made to increase enrollment. He said enrollment is down by 40 students from last year. The Town of Carlisle's enrollment to the school dropped from 12 to 8 students [as of Oct. 2014]. He said the assessment is down for Carlisle by [approx.] \$100,000 due to fewer students in attendance. The assessment this year shown on the chart provided was \$226,284. Mr. Gorecki said we are setting our budget tonight and he asked Dr. Bouquillon if the Town of Carlisle's assessment was the number that was presented. Dr. Bouquillon said the recommendation he is making to town managers is to add on another \$1,000.00 to that amount.

Dr. Bouquillon will meet with the Selectmen on March 24th to discuss the new educational program plan and the School Building project.

Presentation of Draft Compensation/Classification Study

Human Resources Services, Inc. consultant Aleksandra Stapczynski was present with the Final Compensation and Classification Study Report. Ms. Stapczynski said the scope of the Study was to conduct a market survey of comparable communities, compare them to the Town of Carlisle, develop a new compensation structure based on the external market, and develop a new classification structure utilizing an evaluation process. She said the process started with an orientation session with all of the employees and officials. She said all employees completed position analysis questionnaires and they interviewed all the employees (who desired to be interviewed).

Ms. Stapczynski said some of the key issues addressed were; 1) determining the appropriate number of grade classifications; 2) providing some procedures for a 'pay for performance' system; and, 3) the

methodology and tools for maintaining a pay and classification system in the future. Ms. Stapczynski said during the study the job descriptions were updated.

Ms. Stapczynski said when the analysis of the market data from comparable communities was done they only looked at the ranges. She provided two compensation plans to select from; one was based on the 50th percentile of the market and the other was based on the 75th percentile. She noted that one would represent a 2.8% initial implementation cost and the other represents a 4.2% implementation cost.

Mr. Gorecki clarified that all the numbers in this report are FY14 numbers. In response to Mr. Gorecki, Ms. Stapczynski said this is a FY15 salary schedule and steps could be used to implement this schedule. Ms. Stapczynski noted that they do not take into consideration longevity when they put employees on the plan. It would cost \$59,000.00 for 50th percentile and \$87,000.00 for the 75th percentile.

Mr. Goddard said he would like to have the Personnel Board review this report before the Board of Selectmen accepts same.

Town Meeting Coordination Meeting #3

Finance Committee chairman Michael Bishop was present to review the recent changes made to the guideline budget. He said \$34,617 is the increase to the tax levy. Michael said the FinCom has recommended using Free Cash for the one-time cost of the three (3) studies, which are: the Facility Study - \$20,000; Technology Study - \$20,000; and, the Fire Department Study - \$10,000. Michael said the Wage and Classification adjustment request for \$20,000.00 has been made a separate Warrant Article.

Michael said the adjustments they made in the compensation total \$28,500.00. In this amount there is: \$6,232.00 for the 2.3% COLA increase; \$14,300 represents step increases; and the remaining amount represents changes in hours and the need to provide for one additional day in FY16.

In regard to the Concord-Carlisle School Buses, Michael said the Finance Committee recommends that the Town vote on a debt exclusion to pay for our share of the buses with Concord. He said our first debt payment on the buses will not be until FY17.

Michael said the items that are not in the budget or that need an adjustment are: lowering the Minuteman assessment to Carlisle and the Police Department requests.

Michael noted that the budget is 4.25% higher than last year and there will be a 2.6% increase in taxes.

Mr. Gorecki said the Board needs to address the additional requests from the Police Department which are: 1) crossing guard - \$14,500 for an individual position or \$20,000 for additional/overtime Police coverage; 2) additional maintenance time at Police Department for \$9,930; and, 3) an additional full time police officer to replace four part time shifts. Mr. Gorecki said these requests are coming to us late in the year. He suggested waiting until FY17 for hiring a new police officer. Mrs. Moroney agreed that this item could be put off until next year and she felt it was a good idea to hire a certified trained crossing guard instead of using a police officer on over time. In regard to additional custodian hours, Mrs. Moroney suggested three (3) additional hours instead of six hours.

Mr. Stevenson asked if the Town has tried to find a crossing guard. He did not support using over time hours from the Police Department for this position.

Mr. Brown said he was in support of a full-time officer for FY17. In regard to more maintenance hours, he suggested three additional hours. He felt it was important to see that the children cross safely and therefore suggested *training* a senior tax worker.

Mr. Stevenson said in regard to the additional maintenance hours, he proposed asking the custodian to balance his hours between the Police and Fire Departments. He also suggested providing the Police Department with \$5,000 for the crossing guard matter to insure that there will not be any gaps in the coverage at that crossing intersection.

Mr. Gorecki asked the Finance Committee to add \$5,000.00 to the budget for the crossing guard.

Community Preservation Articles Community Preservation Committee chair Luke Ascolillo was present to report that there were no updates or changes to the CPA Annual Recommendations Article. He read the five motions that will be presented at Town Meeting. (Attached hereto)

Town Meeting Warrant Review (copy attached hereto)

The Board reviewed the updated Annual Town Meeting Warrant. Mr. Gorecki said the Consent Agenda has not changed.

Article 9 - Fiscal Year 2015 Budget year transfers- one transfer from the Insurance fund in the amount of \$34,000 to the General Fund for the Telecommunications Tower Study.

Article 10 - Operating Budget which the Board reviewed tonight.

Article 11 - Additional Appropriations

Article 12 - Collective Bargaining placeholder for the new agreement for the Carlisle Teachers' Association.

Article 13 – Wage and Classification Study Adjustments in the amount of \$20,000.00.

Article 14 - Community Preservation Act Recommendations

Article 15 - Long Term Capital Requirements/Capital Equipment

Article 16 - Technology funding in the amount of \$20,000.00

Article 17 - Concord Carlisle Regional School District Buses / This will be a debt exclusion question.

Article 18 – Fire Department Tanker/Borrowing Authorization. This will be debt exclusion question.

Article 19 - PEG Access and Cable Television Fund

Article 20 - Carlisle Non-zoning Wetland By-law.

Mr. Gorecki noted that there are two (2) Debt Exclusion questions and one (1) Non-binding Ballot question on the Warrant.

On a motion made by Mr. Brown and seconded by Mr. Stevenson it was unanimously **VOTED** that the warrant for the 2015 Annual Town Meeting be hereby closed and that it shall include 20 articles as presented by the Town Administrator, including the recommendations of the Selectmen, Finance Committee, Long Term Capital Requirements Committee and the Community Preservation Committee; and that in addition to the Election of Officers the Town Election Warrant shall include two debt exclusion questions and one non-binding ballot question.

New Business

Zoning Board of Appeals members Steve Hinton and Marty Galligan were present for this discussion. Steve spoke about the Hydrogeologic Study for the 40B project on Long Ridge Road. He said Phase One of the Study has been completed and the Zoning Board of Appeals is requesting funds in the amount of [approx.] \$17,000.00 to perform Phase Two of the Study. Steve said the scope of this study is limited to provide the most pertinent information needed for this project.

On a motion made by Mr. Stevenson and seconded by Mr. Brown, it was unanimously **VOTED** to authorize the Zoning Board of Appeals to enter into Phase Two of the Hydrogeologic Study in an amount not to exceed \$19,500.00.

Dog Issues Mr. Carlo Petruzzello of Carleton Road said he was interested in gathering information on Dog by-laws in other Towns.

In regard to the Dog Issues Working Group, there was a brief discussion on the number of members that will be appointed to the group. It was determined that the Group should include five members. This item will be discussed at the next Board of Selectmen's meeting.

Contract for Telecommunications Study Mr. Gorecki said the Board previously authorized the amount [up to] \$34,000.00 to spend on a Study for the Telecommunications Systems. He said a working group, consisting of himself, Mr. Brown, Police Chief John Fisher, David Freedman and

Peter Yelle put out a bid for the performance of this study. Mr. Gorecki said two bids were received; one from Isotrope, LLC and the other from Martin AG. He noted that they were both very close in price. Mr. Gorecki said the committee reviewed both responses and they were unanimously more impressed with the response from Isotrope, LLC. He noted that Isotrope is available to begin work on Monday, March 16th.

On a motion made by Mr. Stevenson and seconded by Mrs. Moroney, it was unanimously **VOTED** to award the contract for the Public Safety Communications System assessment to Isotrope, LLC of Medfield, Massachusetts in the amount of \$28,850.00 and authorize the Town Administrator to execute the contract on behalf of the Town.

Appointments

On a motion made by Mr. Brown and seconded by Mr. Stevenson, it was unanimously **VOTED** to appoint David Freedman as the Planning Board's representative to the Noise Control Bylaw Working Group.

Liaison Reports

Mrs. Moroney said the first Housing Production Plan meeting will be held on Monday, March 16th at 7:00 p.m. She added that next Affordable Housing Trust meeting is scheduled on Thursday, March 26th at 7:00 p.m.

Mr. Stevenson said he attended the Town Caucus last night and he noted there are three (3) offices that were not filled. They are for a Library Trustee, Planning Board member and a Housing Authority member.

Mr. Gorecki said at the Financial Management Team meeting today there was a discussion on deficits in various budgets.

Executive Session

At 10:45 p.m. a motion was made by Mr. Brown to enter into Executive Session for the pursuant to MGL Ch. 30A, §21(a) paragraphs (2) and (3) to discuss strategy with respect to collective bargaining and bargaining with non-union personnel and as an open meeting would have a detrimental effect on the Town's negotiating position, and will not return to open session. The motion was seconded by Mr. Stevenson and the following roll call vote was taken: Gorecki – aye; Stevenson – aye; Moroney – aye; and Brown – aye.

Respectfully submitted by Margaret Arena